

## BRITISH JUDO ASSOCIATION

### COACH AWARD: APPEALS PROCEDURE

#### Assessment Appeal Procedure

In the unlikely occurrence of a candidate appeal against decisions made in relation to assessments the following procedure should be adhered to:

- candidate should appeal within **four weeks** of assessment decision
- appeal should be **sent** to Coach Education Administrator
- Head of Education and Training, Lead Tutor and Assessor should meet and **discuss appeal** within **two weeks** of receipt of appeal
- candidate should be made aware of appeal decision within **one week** of the meeting taking place
- if candidate is **dissatisfied with appeal** decision they should then contact Technical Director to re-appeal
- Technical Director and Assessor should then meet within **seven days** to discuss and make a **decision** regarding the re-appeal
- candidate should be **contacted** with re-appeal decision within **three days** of decision.

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